

ELM

Frequently Asked Questions

Employee Self Service

- What does “Pending Approval” mean as a status of a class that is on my ‘All Learning’ or ‘My Learning’ page?
 - This means that the class is pending approval of a manager. You are not enrolled into the class until the class has been approved for you to take and the status moves from ‘Pending Approval’ to “Enrolled”.
- I need to drop a class, but there is no “Drop” button in the row of the class that I want to drop.
 - This is because you did not self-enroll into the class. Contact your Learning Administrator to drop the class for you.
- I need to add Supplemental Learning that contains education units, which type should I use?
 - To attach education units to Supplemental Learning use the “External Learning” type.

Learning Administration

- Why is the Item or Activity that I have built not showing when I search the catalog?
 - There could be a few reasons for this:
 1. A job has not run since you built the Item or Activity. The job is scheduled to run at Noon and 6pm.
 2. The Activity has not been moved from a ‘Pending’ status to an ‘Active’ status.
 3. A Learner Group has not been attached to either the Item or Activity.
- Why is the “Delivery Method” grayed out when I am trying to enter a Delivery Method for an Item?
 - The most likely cause of this is that the Item effective date has been future dated past “today’s date”. Either make the effective date on the Item “today’s date” or wait until the effective date on the Item has been reached.
- A Manager is on vacation and forgot to designate an alternate approver. Some of the employees need the Manager’s approval for a class. How can the employees be approved for the class with the Manager being absent?

- In the absence of a Manager, a Learning Administrator can approve employees to take a class off of the roster.
- What is the difference between a Curricula Program and a Certification Program?
 - A Curricula Program is a set of Items that only have to be completed once. A Certification Program is a set of Items that need to be completed and then expire at a certain time and need to be taken again. Such as a CPR program.
- What are Learner Groups and what do they do?
 - A Learner Group is a defined group of learners (group of employees) that share some of the same learner attributes, such as: the same department, or job code. One of the primary functions of learner groups is to control access to the learning catalog. If a learner is a part of a Learner Group that is attached to an Item and Activity, the learner can see that Item and Activity.
- I am trying to enroll a learner into a class, and I received more than 1 result of people that have the same name. How can I tell which person it is which I want to enroll?
 - Click on the name of the each person. The person's name appears as a blue link. This will go to a page that lists this person's Job Title, Department, and primary contact information. From the following information, you should be able to tell which learner is the one you want to enroll.
- How do I close an activity after the class has been completed?
 - Verify/Enter the Grades and Attendance of each Learner under Administer Activity Rosters. Navigation: Enterprise Learning > Learner Tasks > Administer Activity Rosters.
 - *Be sure the Status of each employee enrolled has changed from 'Enrolled'. For example, status of 'Enrolled' to 'Completed'.
 - If the status has not changed from 'Enrolled', mark the component roster for that activity.
 - Navigate to the activity and change the status of the activity to 'Inactive. Navigation: Enterprise Learning > Catalog > Maintain Activities.
 - *If anyone on the activity roster still has a status of 'Enrolled', they will be dropped. This is why making sure the status of each learner has changed from 'Enrolled' to a different status.
- Why is an activity not being marked 'Completed' when a learner has completed a web-based activity?
 - The most likely issue is that the web-based activity is not SCORM compliant. This means that for any web-based activity that is not SCORM compliant, the Activity Roster will need to be marked manually for each learner.

- A Learning Admin can change an activity that is not scorm compliant by not checking the passing required box in the completion tab of the activity. In doing so if a learner launches a course it will show it as complete rather than “in progress”.
- If the activity is SCORM compliant and not marking the roster ‘Completed’, contact the helpdesk.
- I have an Item that has many Activities offered. What is the “best practice” of entering those Activities?
 - To create multiple Activities(classes) offerings for an Item(Course), the most effective way is to clone an Activity. To do this, at least 1 Activity has to be entered for the Item. Once an Activity is created, the cloning functionality can be used. The ‘Clone’ link is listed at the top of the Activity tab.
 - *Remember each offering of the Item must have it’s own Activity.

In the administer activity roster:

Click the activity component link (we need to mark it here also because “complete” was a customized setting.

To show or change the selected filter options click on [Search Options](#)

Activity Roster | [Activity Component](#)


Enrollment Status | [Grades and Attendance](#) | [Learner Details](#) | [View All](#)

Activity Roster

1 - 16 of 16 rows

	<u>Name</u>	<u>Employee ID</u>	<u>Conf #</u>	<u>Current Status</u>	<u>*New Status</u>	<u>Waitlist Priority</u>	
<input type="checkbox"/>	Julie Kennedy		19302	Waitlisted	Select ...	1	Details
<input type="checkbox"/>	Brent McCarthy	0242357	1347	Enrolled	Select ...		Details
<input type="checkbox"/>	Andrew Borden-King	0248415	1346	Enrolled	Select ...		Details
<input type="checkbox"/>	Kevin Anderson	0251808	1348	Enrolled	Select ...		Details

er | Activity Component

Components [Customize](#) | [Find](#) |  First 

<u>required</u>	<u>Name</u>	<u>Type</u>	
required	Instructor Lead Defensive Driving Course	Sessions	

ten

Check that the current status is “complete” on the Enrollment status page

Activity Roster | [Activity Component](#)

Enrollment Status | [Grades and Attendance](#) | [Learner Details](#) | [View All](#)

Activity Roster

1 - 16 of 16 rows

Name	Employee ID	Conf #	Current Status	*New Status	Waitlist Priority
<input type="checkbox"/> Kim Riedlinger-Wassim	7000119	1329	Completed	<div>Select ...</div>	<div>Details</div>
<input type="checkbox"/> William Gumeringer	0280835	1326	Completed	<div>Select ...</div>	<div>Details</div>
<input type="checkbox"/> Andrew Borden-King	0248415	1346	Completed	<div>Select ...</div>	<div>Details</div>
<input type="checkbox"/> Linda Jensen	0288158	1328	Completed	<div>Select ...</div>	<div>Details</div>
<input type="checkbox"/> Kate O'Neill	0492333	1333	Completed	<div>Select ...</div>	<div>Details</div>

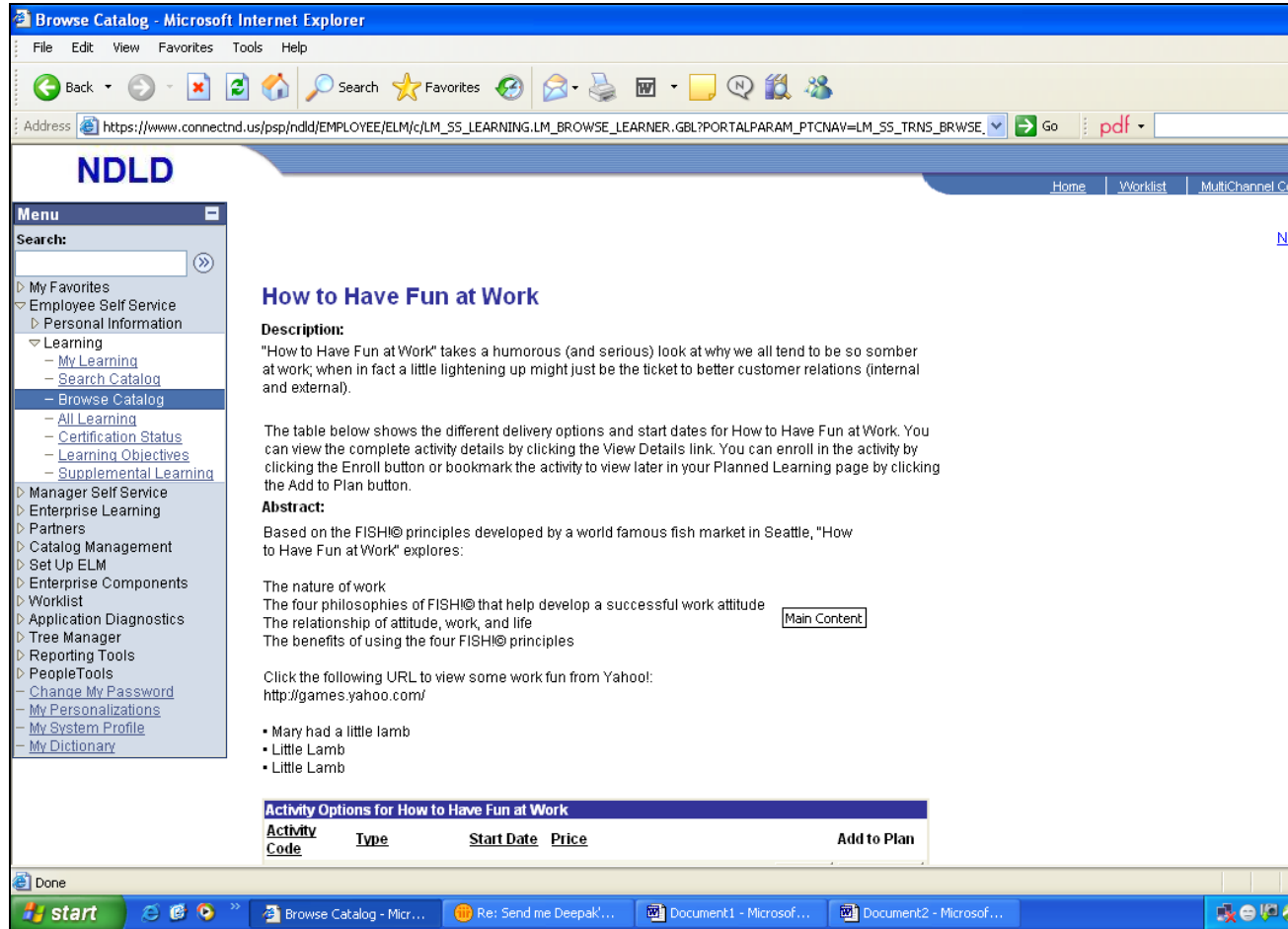
Save

If you have anyone that was waitlisted, they will get automatically dropped.

You can now inactivate or conclude the activity.

1. Can bullets be used in Item description?

Yes. I copied and pasted some bullets from a word document and the Item displayed them. Please see below. The screenshot displays how the bullets would look to a learner.



2. If multiple instructors are attached to the session, who can view the roster in the person's Instructor page?

Any instructor entered on the instructor on the session can access the roster and view the details of the course on his/her instructor page.

Set the status of the activity. The status of the activity impacts enrollment in the activity as described. Values are:

Active: Activity **appears in the Learning Catalog** and learners can self-enroll into the activity. An administrator must mark this status manually.

Closed: Activities that are closed **appear in the learning catalog for learners in self-service but learners cannot self-enroll**. Whenever an activity is closed, only the learning administrators can enroll learners into that activity. An administrator must mark this status manually.

Concluded: Concluded activities **do not appear in the learning catalog** for learners to view or enroll in through self-service. Concluded activities are available to administrators and they can enroll learners into this activity. An administrator must mark this status manually.

Inactive: Activities that are inactive **do not appear in the learning catalog** for learners to view or enroll in through self-service. Whenever an activity becomes inactive, all enrollments (except for those that are completed or incomplete) are automatically dropped, and an email notification is sent to all the learners (whose enrollments are dropped). An administrator must mark this status manually. **Always mark the grades and attendance before changing to Inactive, because they will be dropped if in an "enrolled" status.** Learning Administrators cannot enroll someone into an Inactive activity, it would be locked.

Pending: This is the default for activities when they are first created. Activities with an enrollment status of pending can be viewed and managed by administrators but cannot be viewed or enrolled in by learners through self-service.

Note. You cannot save activities with *Active*, *Closed*, or *Concluded* statuses that do not have any learning components.

Scenario:

Class is over; you mark the grades and attendance, and make the activity inactive. You are later told by the instructor that one more person showed up and didn't sign up/enroll. Change the activity to concluded, add the person to the class, mark their grade/attendance, then change the activity back to inactive.

Enrolling into a certification Course.

Once you have registered for a certification course and your request has been approved, you will see the status change from waiting approval to registered.

My Learning Activities						Customize	1-5 of 5
<u>Title</u>	<u>Type</u>		<u>Status</u>	<u>Date</u>	<u>Action</u>	<u>Launch</u>	
First Aid Certification	Certification		Registered	02/26/10	Drop		

The employee will then need to go into their learning activities, click on the course they want to enroll in and at the very bottom of that page, click on view enrollment options. You will then see something like this:

- Demonstrate how to care for a muscle, bone or joint injury.

Activity Options for First Aid					
<u>Activity Code</u>	<u>Type</u>	<u>Start Date</u>	<u>Price</u>		<u>Add to Plan</u>
24	Classroom	03/25/2010	33.50 USD	View Details	Enroll Add to Plan

[Add Item To Plan](#) [Return to Previous Page](#)

At this time, the employee can choose to add the item to their plan or enroll. (YOU MUST ENROLL TO RESERVE A SPOT AND BE ELIGIBLE TO ATTEND THE CLASS)

To actually enroll in the class, you need to click on the enroll button.

Queries in ELM

Below are some of the queries available in ELM.

Navigation Is Enterprise Learning>Reporting Tools>Query Viewer in the query search type in 'NDS'

NDS_COURSE_ATTENDANCE_ACTIVITY - Prompt for Course & Activity

Course Code:

ID:

[View Results](#)

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[View All](#)

First [1-5 of 5](#) Last

	Course Code	Name	Activity	Start Date	End Date	Status	Completion DT	ID	Name	Unit	Department
1	110HRMS1000	ADA/FMLA Regulation Updates	6	02/05/2010	02/05/2010	COMP	02/05/2010	0145880	Jesser,Mark	32500	325209
2	110HRMS1000	ADA/FMLA Regulation Updates	6	02/05/2010	02/05/2010	COMP	02/05/2010	0218211	Lozensky,Debra	32500	325209
3	110HRMS1000	ADA/FMLA Regulation Updates	6	02/05/2010	02/05/2010	COMP	02/05/2010	0286554	Rivinius,Dana J	32500	325209
4	110HRMS1000	ADA/FMLA Regulation Updates	6	02/05/2010	02/05/2010	COMP	02/05/2010	0294133	Linseth,Geralyn	32500	325209
5	110HRMS1000	ADA/FMLA Regulation Updates	6	02/05/2010	02/05/2010	COMP	02/05/2010	0324378	Simnioniw,Tammy M	32500	325209

NDS_COURSE_ATTENDANCE_ALL - Courses Completed by Course

Course Code:

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First [1-65 of 65](#) Last

	Course Code	Name	Activity	Start Date	End Date	Status	Completion DT	ID	Name	Unit	Department
1	110HRMS1000	ADA/FMLA Regulation Updates	2	01/07/2010	01/07/2010	COMP	01/07/2010	0330897	Allensworth,Gail L	32500	325121
2	110HRMS1000	ADA/FMLA Regulation Updates	2	01/07/2010	01/07/2010	COMP	01/07/2010	0270211	Alm,Jonathan E	32500	325122
3	110HRMS1000	ADA/FMLA Regulation Updates	2	01/07/2010	01/07/2010	COMP	01/07/2010	0300551	Ambers,Jane M.	32500	325105
4	110HRMS1000	ADA/FMLA Regulation Updates	2	01/07/2010	01/07/2010	COMP	01/07/2010	0441364	Arnold,Cynthia J	32500	325122
5	110HRMS1000	ADA/FMLA Regulation Updates	2	01/07/2010	01/07/2010	COMP	01/07/2010	0095524	Bickel,Barbara S	32500	325208
6	110HRMS1000	ADA/FMLA Regulation Updates	2	01/07/2010	01/07/2010	COMP	01/07/2010	7018187	Conklin,Amy R	80100	801052
7	110HRMS1000	ADA/FMLA Regulation Updates	1	01/06/2010	01/06/2010	COMP	01/06/2010	0296549	Dukart-Cartledge,Carol F.	32500	325112

NDS_COURSE_ATTENDANCE_BY_BU - Courses Completed by BU

From Date:

To Date:

Business Unit:

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First [1-84 of 84](#) Last

	Course Code	Name	Activity	Start Date	End Date	Status	Completion DT	ID	Name	Unit	Department
1	110HRMS1026	ELM Employee Self Service Tutorial	408	01/20/2010		COMP	02/25/2010	7018187	Conklin,Amy R	80100	801052
2	110HRMS1026	ELM Employee Self Service Tutorial	408	01/20/2010		COMP	02/26/2010	0437440	Feist,Jeffery S	80100	801051
3	110HRMS1026	ELM Employee Self Service Tutorial	408	01/20/2010		COMP	02/25/2010	0412501	Metzger,Todd A	80100	801055
4	110HRMS1026	ELM Employee Self Service Tutorial	408	01/20/2010		COMP	02/22/2010	0546147	Peck,Christy L	80100	801040
5	110HRMS1026	ELM Employee Self Service Tutorial	408	01/20/2010		COMP	02/25/2010	0284361	Schroeder,Robert C	80100	801802
6	110HRMS1026	ELM Employee Self Service Tutorial	408	01/20/2010		COMP	02/25/2010	0273550	Smith,Jack L	80100	801040

NDS_COURSE_ATTENDANCE_BY_DATE - Courses Completed by Dt Range

From Date:

To Date:

Course Code %:

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First [1-83 of 83](#) Last

	Course Code	Name	Activity	Start Date	End Date	Status	Completion DT	ID	Name	Unit	Department
1	110HRMS1012	New Employee Orientation	35	02/03/2010	02/03/2010	COMP	02/03/2010	7007234	Anderson,Terry A	75000	750
2	110HRMS1007	Emotional Intelligence	31	02/17/2010	02/17/2010	COMP	02/17/2010	0260286	Ault,Rebecca I	54000	512
3	110HRMS1012	New Employee Orientation	35	02/03/2010	02/03/2010	COMP	02/03/2010	0249011	Breuer,Stacey M	11000	110113
4	110HRMS1012	New Employee Orientation	35	02/03/2010	02/03/2010	COMP	02/03/2010	7018445	Brinkmeyer,Carol Sue	12500	125200
5	110HRMS1007	Emotional Intelligence	31	02/17/2010	02/17/2010	COMP	02/17/2010	0236689	Brosz,Timothy J	30100	301

NDS_COURSE_ATTENDANCE_COURSE - Prompt for Course and Dates

Course Code: [Q](#)

From Date:

To Date:

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First [1-11 of 11](#) Last

	Course Code	Name	Activity	Start Date	End Date	Status	Completion DT	ID	Name	Unit	Department
1	110HRMS1000	ADA/FMLA Regulation Updates	5	02/04/2010	02/04/2010	COMP	02/04/2010	0244785	Giese,Lisa M.	32500	325209
2	110HRMS1000	ADA/FMLA Regulation Updates	5	02/04/2010	02/04/2010	COMP	02/04/2010	0205778	Haman,Maureen F.	32500	325209
3	110HRMS1000	ADA/FMLA Regulation Updates	6	02/05/2010	02/05/2010	COMP	02/05/2010	0145880	Jesser,Mark	32500	325209
4	110HRMS1000	ADA/FMLA Regulation Updates	6	02/05/2010	02/05/2010	COMP	02/05/2010	0294133	Linseth,Geralyn	32500	325209
5	110HRMS1000	ADA/FMLA Regulation Updates	6	02/05/2010	02/05/2010	COMP	02/05/2010	0218211	Lozensky,Debra	32500	325209
6	110HRMS1000	ADA/FMLA Regulation Updates	6	02/05/2010	02/05/2010	COMP	02/05/2010	0286554	Rivinius,Dana J	32500	325209
7	110HRMS1000	ADA/FMLA Regulation Updates	5	02/04/2010	02/04/2010	COMP	02/04/2010	0235919	Shea,Kari L	32500	325209

NDS_COURSE_ATTENDANCE_NAME - Courses Completed by Name

First Name %:

Last Name %:

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First [1-2 of 2](#) Last

	Course Code	Name	Activity	Start Date	End Date	Status	Completion DT	ID	Name	Unit	Department
1	110HRMS1027	ELM Manager Self Service Tutorial	409	01/20/2010		COMP	01/30/2010	0217224	Vosberg,Maureen R	11000	110113
2	110HRMS1027	ELM Manager Self Service Tutorial	409	01/20/2010		COMP	01/30/2010	0217224	Vosberg,Maureen R	11000	110113

NDS_COURSE_ATTEND_BU_COURSE - Courses Compl by BU and Course

From Date:

To Date:

Business Unit:

Course Code:

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First 1-4 of 4 Last

	Course Code	Name	Activity	Start Date	End Date	Status	Completion DT	ID	Name	Unit	Department
1	110HRMS1000	ADAFMLA Regulation Updates	1	01/06/2010	01/06/2010	COMP	01/06/2010	7005214	Igoe,Deborah J	80100	801052
2	110HRMS1000	ADAFMLA Regulation Updates	1	01/06/2010	01/06/2010	COMP	01/06/2010	7005335	Krieger,Patricia M	80100	801052
3	110HRMS1000	ADAFMLA Regulation Updates	2	01/07/2010	01/07/2010	COMP	01/07/2010	7018187	Conklin,Amy R	80100	801052
4	110HRMS1000	ADAFMLA Regulation Updates	2	01/07/2010	01/07/2010	COMP	01/07/2010	0289866	Larson,Marlene D	80100	801040

NDS_COURSE_COMPLETED_SUM - Courses Summary by Dt Range

From Date:

To Date:

Course Code %:

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First 1-11 of 11 Last

	Course Code	Name	Class Count
1	110HRMS1000	ADAFMLA Regulation Updates	11
2	110HRMS1007	Emotional Intelligence	9
3	110HRMS1012	New Employee Orientation	10
4	110HRMS1016	Supervisory Management Development Part I	14
5	110HRMS1019	The Supervisor as a Coach	9

NDS_COURSE_COMPLETED_SUM_ACT - Prompt for Date Summary by Act

From Date:

To Date:

Course Code %:

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First 1-10 of 10 Last

	Course Code	Name	Activity	Start Date	Count ID
1	110HRMS1000	ADAFMLA Regulation Updates	5	02/04/2010	6
2	110HRMS1000	ADAFMLA Regulation Updates	6	02/05/2010	5
3	110HRMS1007	Emotional Intelligence	31	02/17/2010	9
4	110HRMS1012	New Employee Orientation	35	02/03/2010	10
5	110HRMS1016	Supervisory Management Development Part I	522	02/10/2010	14

NDS_COURSE_COMPLETED_SUM_BU - Count by Date and BU Prompt

From Date:

To Date:

Unit:

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First 1-6 of 6 Last

	Course Code	Name	Count Completed
1	110HRMS1026	ELM Employee Self Service Tutorial	9
2	110HRMS1027	ELM Manager Self Service Tutorial	5
3	801-HRD-AUDIO-1000	Easy Steps to Writing Accurate and Defensible Job Descriptions	2
4	801-HRD-EAP-1000	EAP How to Inspire and Motivate Employees	6
5	801-ITD-Policies-1000	IT Policy Review	3
6	801DOT1000	Defensive Driving Course	49

NDS_COURSE_ROSTER - Course Roster by Date

From Date:

To Date:

Course Code %:

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First 1-19 of 19 Last

	Course Code	Name	Activity	Start Date	End Date	Enrolled Date	Status	ID	Name	Unit	Department	Reserved Seat
1	110HRMS1000	ADA/FMLA Regulation Updates	7	02/18/2010	02/18/2010	01/14/2010	ENRL	0212086	Anderson,Deborah B	32500	325201	1
2	110HRMS1000	ADA/FMLA Regulation Updates	7	02/18/2010	02/18/2010	01/14/2010	ENRL	0120498	Cardinal,Linda L	32500	325201	1
3	110HRMS1000	ADA/FMLA Regulation Updates	7	02/18/2010	02/18/2010	01/14/2010	ENRL	0253328	Farden,Teralyn J.	32500	325111	1
4	110HRMS1000	ADA/FMLA Regulation Updates	7	02/18/2010	02/18/2010	02/19/2010	ENRL	0428899	Fiskum,Kimberley S.	32500	325201	1

NDS_COURSE_ROSTER_ALL_STATUS - Course Roster of all Status

From Date:

To Date:

Course Code %:

Business Unit:

[View Results](#)

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[View All](#)

First 1-2 of 2 Last

	Course Code	Name	Activity	Start Date	End Date	Enrolled Date	Status	ID	Name	Unit	Department	Reserved Seat
1	110HRMS1000	ADA/FMLA Regulation Updates	7	02/18/2010	02/18/2010		RES	99999999	ZZ-Reserved	99999	999999	2
2	110HRMS2001	First Aid	23	02/25/2010	02/25/2010	01/22/2010	CANC	0261951	Beard,Treva D	80100	801055	1

NDS_COURSE_WAITLIST- All Waitlisted Rosters

No matching values were found.

	Course Code	Name	Activity	Start Date	End Date	Status	Status Change D	ID	Name	Unit	Department
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NDS_LEGACY_BY_COURSE_NAME - Course Name Prompt %UPPERCASE%

Employee_Business_Unit:

Course (e.g. %ADA%):

[View Results](#)

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First 1-68 of 68 Last

	Unit	Name	Course Title	Start Date	End Date	Completion DT	Location	Study Hours	Travel Hours	Price	Continuing Education Units	Provided By	Type	Continuing Education Units	Other Education Units and Amts	Supervisory Hours
1	80100	Abrahamson,David C	TRANSPORTATION TECH ACADAMY	05/04/2009	05/07/2009	05/07/2009		0.00	0.00	0.000	0.00			0		50
2	80100	Abrahamson,Eric A	TRANSPORTATION TECH ACADAMY	09/28/2008	10/03/2008	10/03/2008		0.00	0.00	0.000	0.00			0		50

NDS_LEGACY_BY_EMPLOYEE - Emp. Prompt for Legacy Hist.

Learner ID:

[View Results](#)

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First 1-62 of 62 Last

	Unit	Name	Title	Start Date	End Date	Completion DT	Location	Study Hours	Travel Hours	Price	Continuing Education Units	Provided By	Type	Continuing Education Units	Other Education Units and Amts	Supervisory Hours
1	11000	Vosberg, Maureen R	Procurement Level 1	01/22/2002	01/22/2002	01/22/2002		0.00	0.00	0.000	0.00			0		4
2	11000	Vosberg, Maureen R	Asset Management Basics	07/08/2004	07/08/2004	07/08/2004		0.00	0.00	0.000	0.00			0		7

NDS_LEGACY_BY_JOB_CODE - Job Code Prompt

Unit:

Job Code:

[View Results](#)

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[View All](#)

First 1-100 of 110 Last

	Unit	Name	Title	Start Date	End Date	Completion DT	Location	Study Hours	Travel Hours	Price	Continuing Education Units	Provided By	Type	Continuing Education Units	Other Education Units and Amts	Supervisory Hours
1	80100	Froseth, Judy L	Sexual Harassment	06/30/2004	06/30/2004	06/30/2004		0.00	0.00	0.000	0.00			0		3
2	80100	Froseth, Judy L	Procurement - Level 2	10/05/2004	10/05/2004	10/05/2004		0.00	0.00	0.000	0.00			0		4

NDS_LMBO06 - NDS Customer Payment Pending

Run Cntl:

[View Results](#)

User	Run Cntl	SetID	Customer	Name	Name	Activity	ID	Name	Start Date	End Date	Price	Price	Currency	Org Type	Lang Cd
------	----------	-------	----------	------	------	----------	----	------	------------	----------	-------	-------	----------	----------	---------

NDS_LM_PEND_APPR - Pending Approvals by LE

LE ID:

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	Confirmation	Cat Item ID	Name	ID	Learner ID	Name	Customer	Long Name	Activity Requir	Type	Status	Status	Waitlist Number	Approval ID	Approved On	Status Change D	Requestor	Currency	Payment Method	Initiated	Initiated Date	Enrolled Date	Completion DT
1	105849	1011	Dragons - Stress and Time Management	1032	46044	Waliser,Diane R	1038	110 Office of Mgmt and Budget	N	STDD	PEAP	PEAP	0	0		02/23/2010	46044	USD	CHGB	N		02/23/2010	
2	105850	1025	Workplace Violence - We're Not in Mayberry Any More, Barney.	1060	46044	Waliser,Diane R	1038	110 Office of Mgmt and Budget	N	STDD	PEAP	PEAP	0	0		02/23/2010	46044	USD	CHGB	N		02/23/2010	

NDS_LM_PERSON_ID_LOOKUP - Prompt by Learning Env, DeptID

LE ID:

Department ID:

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	Learner ID	Name	Last	First Name	Middle	EmpID	Title	Unit
1	50067	Ableidinger,Vicki R	Ableidinger	Vicki	R	7000161	RISK MGMT CLAIMS ADMINISTRATOR	11000
2	28513	Anderson,Tag C	Anderson	Tag	C	0083184	OTHER-NOT CLS-OFCL/ADMIN	11000
3	45605	Milas,Terry	Milas	Terry		7000100	LOSS CONTROL ANALYST	11000
4	46371	Moen,Dawn M	Moen	Dawn	M	0517934	ADMIN STAFF OFFICER I	11000
5	46044	Waliser,Diane R	Waliser	Diane	R	0401151	MGR, RISK MGMT/WC PRGM	11000

NDS_SUPP_EXT_LEARNING_EMP_DTL - Supp. Ext Lrn by Employee

Learner ID:

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	Unit	Name	Title	Comments	Status	Start Date	End Date	Location	Study Hours	Travel Hours	Price	Continuing Education Units	Provided By	Ed. Unit Type	Est.Trvl/Hotel \$	Est. Meal \$
1	11000	Vosberg,Maureen R	Please Fill Out This Form in Microsoft Word	Preparing form templates	Completed	02/22/2010	02/22/2010	Bismarck ND	4.00	0.00	45.000	0.00	BSC Continuing Educ, Training			

NDS_SUPP_EXT_LEARNING_ENV_DTL - Supp. Ext Lrn by Environment

Learning Environment ID:

Start Date:

Ending Start Date:

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	Unit	Name	Title	Comments	Status	Start Date	End Date	Location	Study Hours	Travel Hours	Price	Continuing Education Units	Provided By	Ed. Unit Type	Est.Trvl/Hotel \$	Est. Meal \$
1	11000	Bartz,Brian W	What Auditors Need to Know about Computer Facilitated Frauds	This webcast will discuss how given the combination of business and technology skills are used to exploit this fraud. CPAs, especially those holding certifications, can assist companies from becoming a victim to the fraud, and in a worst case scenario, p	Pending Approval	02/10/2010	02/10/2010	Infocast - Live Audio	1.50	0.00	50.000	1.50	AICPA - www.cpa2biz.com	CPA	0	0
2	11000	Vosberg,Maureen R	Please Fill Out This Form in Microsoft Word	Preparing form templates	Completed	02/22/2010	02/22/2010	Bismarck ND	4.00	0.00	45.000	0.00	BSC Continuing Educ, Training			

NDS_SELF_PACED_DETAIL - Status of Self-Paced Learning

LE ID:

From Date:

To Date:

Course Code (e.a. 110%):

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	Course Code	Name	Activity	Enrolled Date	Status	ID	Name	Unit	Department
1	110RISK0008	Charting with a Jury in Mind	212	02/12/2010	Enrolled	0420732	Bartz,Brian W	11000	110110
2	110RISK0013	New Employee Safety Orientation	222	01/20/2010	Completed	0401151	Waliser,Diane R	11000	110150
3	110RISK0032	Texting While Driving	244	02/11/2010	Completed	0420732	Bartz,Brian W	11000	110110
4	110RISK0032	Texting While Driving	244	01/22/2010	Completed	0400562	Johnson,Nathan Mark	11000	110110
5	110RISK0032	Texting While Driving	244	01/22/2010	Completed	0401151	Waliser,Diane R	11000	110150